

**Shared Automation System Users Group
Executive Committee Meeting Minutes
May 6, 2021 – 1:00 pm – Virtual Meeting**

I. Call to Order

Chair McCann called the meeting to order at 1:00 pm.

Members present: Paul McCann, Martin Smith, Patty Braden, Ed Rutkowski, Andrea Dickson, Anne Hage, Kimberly Schaaf, Hilary Savage, and Toni LaPorte (left at 1:37 pm)

Others present:

Guests: Angie Michelini, John Inman, Anne Neville, and Celia Morse

II. Approval of Agenda

McCann called for additions to the agenda. LaPorte requested a discussion of the staff use policy, and it was placed before Unfinished Business. LaPorte moved to accept the agenda as amended, seconded by Rutkowski. The motion passed unanimously (Ayes: 9; Nays: 0).

III. Approval of April Meeting Minutes

Minutes amended to correct the spelling of Rosekrans. Braden moved to accept the minutes as corrected, seconded by Rutkowski. Motion passed unanimously (Ayes: 9; Nays: 0).

IV. Reports

A. Budget

Neville presented the April budget report, which showed all line items within expected ranges for the halfway point of the year. The telephone line item was at 25%, which may reflect autorenewal decreasing the volume of overdue phone notifications.

B. TLN Board Meeting

Morse reported that a resolution was passed honoring Steve Harper. Jenny Marr, Director of the Ferndale Library, gave a presentation on MLA Advocacy. Roofing is complete over the staff area at the TLN building. Steve Bowers passed his probationary period as TLN Director.

C. CARL Update

Neville reported that CARL will update on Tuesday night, 5/11. Update changes will be shared with the Shared Automation System libraries.

D. Technology Services

Michelini reported that presentations of potential virus protection vendors are upcoming. Vendors are Carbon Black, Sophos, and CrowdStrike. Once the

presentations are complete she will gather opinions of their products via SurveyMonkey.

She is also in negotiations with Sonicwall for a volume discount on firewalls. Work continues on the TLN website project.

V. Staff Use Policy

A. LaPorte reported that she was asked whether the *Guidelines for use of staff privileges in the TLN Share Automation System* document should be updated. The guidelines were written in 2006 and updated in February 2011. The committee identified that updates could be made to the library privacy act portion of the document and to correct the patron type name to reflect CARL's nomenclature. McCann suggested the committee revisit the document next month with edits in hand, then pass to SASUG for approval.

VI. Unfinished Business

A. TLC/CARL Developments

Morse reported that TLC is working on INNReach integrations, and have contacted TLN with procedural questions.

B. FRBR

Morse stated that she is of the opinion that it is time to move forward with the implementation of the FRBR catalog, and asked what more information is needed for the shared system to do so. Smith enquired about problem bibliographic records. Morse stated that problem bib records will be an ongoing issue due to the number of records in the system. However, she feels that the FRBR catalog is better than our existing catalog. TLC currently has libraries on their list for the move to FRBR, so if TLN were to commit to the update it probably would not take place until the end of the summer. Dickson pointed out that moving forward, TLC upgrades will focus on the FRBR catalog.

Braden moved that the Executive Committee **recommend that the Shared Automation System Users Group authorize TLN to put the Shared Automation System catalog in the queue to adopt the FRBR catalog**, seconded by Rutkowski. The motion passed unanimously by rollcall vote:

Ayes: Braden, Dickson, Hage, McCann, Rutkowski, Savage, Schaaf, Smith.

Nays: None.

C. TLN Attorney Report

No report.

VII. New Business

No new business.

VIII. Future Planning

A. Current Situation Overview

No discussion.

B. Reopening/Closing Updates

McCann reported that Dexter is starting to discuss reopening, including expansion of their hours. They have seen a change in questions from patrons, indicating an interest in expansion of services. Dickson reported that Wixom is returning to their full hours. There was general discussion of outdoor programming in contained areas where attendance could be controlled.

IX. Adjourn

A. Motion to adjourn made by Braden, seconded by Rutkowski. Motion passed unanimously (Ayes: 8; Nays; 0). Meeting adjourned at 2:23 pm.

Respectfully submitted,

Hilary Savage